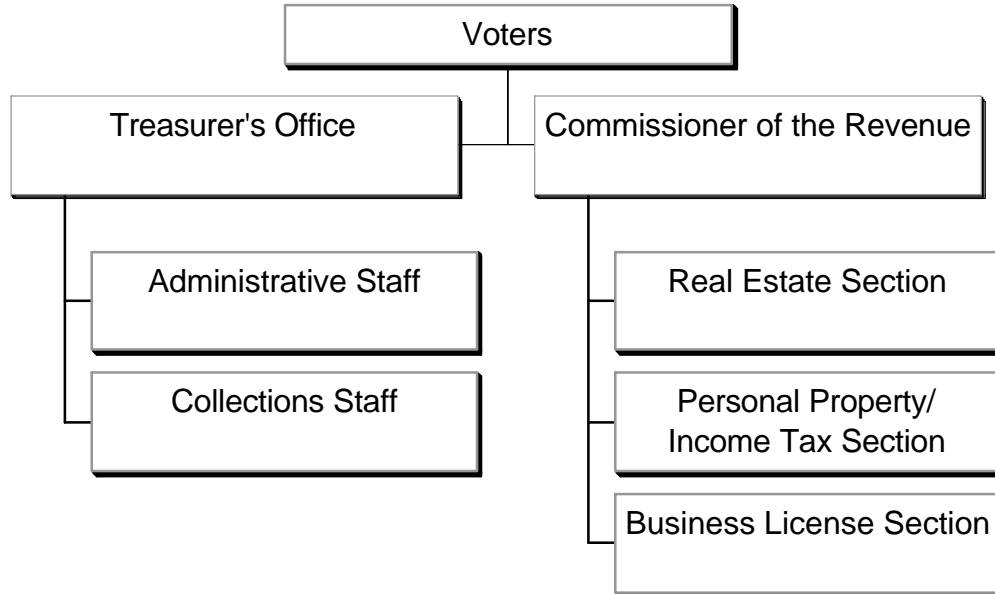


Commissioner of Revenue & Treasurer



Commissioner of the Revenue

The Commissioner of the Revenue is responsible for accurately identifying and assessing all sources of revenue to which the County is entitled by law, which is the basis for the Treasurer's tax bill mailings.

- ***Real Estate Section*** - performs technical and legal research, deed transfers, preparation of annual real estate tax book, and administers the Tax Relief for the Elderly and Disabled program.
- ***Personal Property/Income Tax Section*** - compiles information, performs property tax assessments, conducts technical and legal research and prepares the annual personal property tax book. Reviews and processes refunds, tax due and estimated tax returns; corresponds with taxpayers; transmits payments within specified time frames; and prepares required reports. Cross-trained as back up for the Real Estate and Business License Tax Sections.
- ***Business License Section*** - performs technical and legal research, compiles information, performs audits on the various associated business taxes, responsible for collection and maintenance of the annual business license renewals, monthly collection of Meals Tax and Transient Occupancy Tax, and the quarterly collection of Short-term Rental Tax.

Treasurer's Office

The Treasurer's Office is responsible for collecting, depositing, and investing all local, state, and federal revenue due to the County. The Treasurer's Office also collects and remits revenue to the State of Virginia for Estimated, State Income and other fees.

- ***Administration*** - auditing, delinquent collection, investment, prepare and make deposits, abatement refunds, sign county checks, balance daily cash report, research accounts, record management, prepare reports, and end of month account reconciliation.
- ***Collections*** - receive and post payments, respond to telephone inquiries, and interact with citizens and other departments.